



Settlement by BACS Form

Please ensure you have completed all fields in **CAPITALS** and return to: **Onboarding, Redmayne Bentley, 3 Wellington Place, Leeds LS1 4AP**

We require evidence of your bank or building society account: please provide a current hard copy document sent from your bank or building society detailing your name, account number and sort code, such as a statement with full headers, recent correspondence or a spoiled cheque. Please note that we can only accept an online bank statement if it is a PDF.

BACS is a quick and efficient way of receiving funds. By setting up your account to receive settlement directly into your bank or building society account, you avoid the inconvenience of having to pay in cheques and waiting for them to clear. There is no charge for this service. Cheques are also subject to postal delays or going astray. Furthermore, cheque fraud is an increasing problem, so using BACS is a safer option. We reserve the right to apply a charge where we make a payment to you by cheque.

If you opt to receive payment by BACS, provided that we receive your stock two working days before settlement day, you will usually receive cleared funds into your bank/building society account two working days after settlement day.

PERSONAL DETAILS

Redmayne Bentley Portfolio ID(s) _____

Title _____ Surname _____ First Name(s) (In full) _____

BANK/BUILDING SOCIETY DETAILS

Bank Account Name: _____ Bank Account Number: _____

Bank Sort Code: _____ / _____ / _____ Currency: _____

Additional requirements for Non-UK Bank Accounts:

IBAN: _____ SWIFT/BIC Code: _____



PLEASE SIGN HERE

DATE

HOW TO MAKE A PAYMENT

This BACS form does not give Redmayne Bentley the authorisation to debit funds from your bank account; however, you can make a payment in the following ways:

- 1 Visit the *myRB* client portal at www.myrb.redmayne.co.uk log in and go to the Payments tab. Please have ready your UK debit card details to enable payment to be made. If you've not yet been provided with access to the *myRB* client portal, please contact your usual Redmayne Bentley executive or office and they will register you.
- 2 Call your usual office to make a debit card payment.
- 3 If you wish to make a GBP payment by electronic bank transfer, please make your payment to Redmayne Bentley LLP at Lloyds Bank Plc, 65-68 Briggate, Leeds LS1 6LH, Sort Code 30-00-05, Account Number 02933997 and quote your Portfolio ID as a payment reference. Please allow up to five working days for payment to be credited to your portfolio.
- 4 Post a cheque, payable to Redmayne Bentley LLP and please include your Portfolio ID on the reverse of the cheque. We shall only accept cheques drawn from an account in your name and/or your partner's name (where you are named on the account), or from a recognised financial institution for your benefit. Please post to Redmayne Bentley LLP, 3 Wellington Place, Leeds LS1 4AP.

PRIVACY POLICY

Our *Privacy Policy* contains information on how we will store and use your personal information and your rights in relation to this. You can view our full policy online at www.redmayne.co.uk/privacy or ask us for a hard copy.